



**STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
FIRE PREVENTION DIVISION
ADMINISTRATIVE SERVICES SECTION
PERMITS AND LICENSING UNIT
500 JAMES ROBERTSON PARKWAY, THIRD FLOOR
NASHVILLE, TENNESSEE 37243-1159
Phone (615) 741-1322 – Fax (615) 741-1583**

**REQUIREMENTS FOR RESPONSIBLE MANAGING EMPLOYEE OF FIRE
PROTECTION SPRINKLER SYSTEM CONTRACTOR**

The following procedures are listed for qualifying as a Responsible Managing Employee for a Fire Protection Sprinkler Systems Contractor:

1. Submit completed application together with a check or money order payable to the Department of Commerce and Insurance for two hundred twenty-five dollars (\$225.00). Please note that twenty-five dollars (\$25.00) is a non-refundable fee and two hundred dollars (\$200.00) is a first time issuance fee.
2. Pursuant to Tenn.Code Ann. §62-32-106 proof of the following:

Submit proof of registration in Tennessee as a professional engineer or architect;
OR
A copy of NICET notification letter regarding the applicant's successful completion of the examination requirements for certification at "Level III" for Fire Protection Automatic Sprinkler Systems layout.

(The National Institute for Certification in Engineering Technologies telephone number is: 703-548-1518.)
3. Contractor must be registered with this office and registration must be current.
4. No person shall be eligible for registration that is not at least eighteen (18) years of age.

According to Tenn. Code Ann. §62-32-110(b) all certificates of registration and licenses issued under this chapter shall expire on June 30th of each year and shall be invalid on that date unless renewed. Such certificates and licenses may be renewed on or before the expiration date by remitting to the department a renewal fee not to exceed two hundred dollars (\$200.00).

Pursuant to Tenn. Code Ann. §62-32-110(c) certificates of registration and licenses shall be subject to late renewal for a period of ninety (90) days following their expiration date by payment of the renewal fee (\$75.00) plus a penalty of one-half (1/2) of the renewal fee (\$37.50). Any person desiring reinstatement thereafter must reapply for registration or licensure.

Seventy-five dollars (\$75.00) must be submitted for a duplicate certificate of license.



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License Application for Responsible Managing Employee
(Pursuant to Tenn. Code Ann. § 62-32-106)

License fee: \$200.00
Application fee: \$ 25.00 (This is a non-refundable application fee)
Total Fees Due: \$225.00

NOTE: PLEASE MAKE CHECK OR MONEY ORDER PAYABLE TO DEPARTMENT OF COMMERCE AND INSURANCE

Please submit one of the following:

1. Proof of registration in Tennessee as a professional engineer or architect; **OR**
2. A copy of the letter from NICET stating that you have successfully completed the exam for Level III; or evidence of valid registration in Tennessee as a professional engineer or architect (pending status is not acceptable).

This application must be fully completed and accompanied by the appropriate fees and any required documents.

Applicant's Name _____
Last First Middle

Home address _____
(Street Number, Or R.F.D. and P.O. Box)

City State Zip Code County

Telephone #: () Fax # ()

Social Security # - - Date of Birth / /
Month/Day/Year

Employment or Occupation for last four (4) years:

1. Does applicant hold any current LICENSE or ever been licensed by the Division of Fire Prevention? _____
If yes, give details, including LICENSE number and type of license. _____

2. Does applicant hold any current certificate of registration or ever been certified by the Division of Fire Prevention? _____ If yes, give details, including certificate number and type of certificate: _____
3. Does applicant hold a valid certificate of registration as an architect or engineer by Tennessee Board of Architectural and Engineering Examiners? _____ If yes, give certificate number: _____
4. Have you ever had a LICENSE or certificate of registration covered in the questions above denied, suspended or revoked: _____ If yes, give details: _____

5. Have you as an individual, partner or corporation ever appeared before a regulatory board for any violation in the conduct of a business? _____ If yes, give details: _____

Please Provide the Following Information:

Name of Contractor:

Contractor's Business Address:

City

State

Zip Code

County

Applicant's Job Position:

Certification by Applicant

I certify that I am familiar with Tenn. Code Ann. §62, Chapter 32, and the Rules and Regulations issued pursuant thereto. Authority is hereby granted to representatives of the Division of Fire Prevention to contact all references listed in the above questions. Attached to this application is a copy of NICET's notification letter regarding my successful completion of the examination requirements for certification at Level III for Fire Protection Engineering Technician or proof of registration in Tennessee as a professional engineer or architect. Any false statement or material misrepresentation on this application shall be cause for denial, suspension or revocation of LICENSE.

Signature _____ Date _____

If you have any questions, please feel free to contact this office at 615-741-1322.

ALL LICENSES EXPIRE JUNE 30th OF EACH YEAR



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NICET INFORMATION

National Institute for Certification In Engineering Technologies
1420 King Street
Alexandria, Virginia 22314
Telephone: (703) 684-2835
1-888-476-4238
Web site: www.NICET.org